From: Hughes-Baldwin, Grant
Location: DCRoomARS6204/DC-Ariel-Rios-OECA-OEJ-FFEO
Importance: Normal
Subject: EJ Interagency Working Group Max.gov Training Session
Start Date/Time: Tue 3/7/2017 5:30:00 PM
End Date/Time: Tue 3/7/2017 7:00:00 PM

This is the first of two separate, identical training sessions for the using and administering the new EJ IWG Max.gov webspace. We will meet at the EPA HQ building, WJC South, in room 6204. Here are some things to consider for this meeting:

- You are welcome to invite other members of your committees if they are interested in learning more about the site as well. We will begin the session covering general user information and site organization, and then we will switch gears during the latter portion to discuss information specific to you, the administrators. You committee members are welcome to attend, and can stay the whole time or leave after a the first portion.

- Although this meeting is around lunch time, unfortunately food won't be provided and this conference room does not normally allow food, so please make arrangements to eat around the scheduled meeting time if you can.

- You may bring a laptop with you, but it is not required for the session. There is the possibility that I will be able to help you with registration or any other questions you may have regarding your individual access to the site, and it may be helpful for us to look at it together in person. If we can make that work, I will try to set aside some time at the end of the session to answer any individual questions while logged in to your account.

- Please confirm that you have access to the site before you come for a session. I will be sending out invitations to your email address through the Max.gov space, and you can follow prompts there. By doing this first, we can review any questions you may have together and in person.

I look forward to seeing you!

Grant Hughes